

C-O-N-F-I-D-E-N-T-I-A-L

1 December 1965

TO : All Area Records Officers

FROM : Records Administration Officer

SUBJECT: Procedure for Processing of New, Revised and Form Reprints

1. It has come to my attention recently that persons responsible for processing forms actions are not familiar with the procedure adopted on 9 August 1961. For this reason the procedure is restated below.

2. In line with the emphasis on a decentralized Forms Management Program, certain forms functions have been transferred to the Area Records Officer (ARO). This plan involves the ARO's assuming greater responsibility in the forms processing procedures. The plan, which was effective 9 August 1961, follows:

a. All routine reprint requests for stock forms will go direct from DSCB/OL to the ARO in the component having primary responsibility for the form.

b. The ARO will send the approved request for replenishment of stock forms back to DSCB/OL through the Printing Services Production Coordinator located in GJ 56 Headquarters Building.

c. Non-stock form reprints requests will also bypass Forms Management and go through the ARO to the Printing Services Division Production Coordinator. The ARO will approve all requests for reprints and indicate approval by signature in the special instructions section of the Printing Service Requisition. PRINTING SERVICES WILL NOT PROCESS REQUISITIONS UNLESS THEY ARE APPROVED BY THE ARO.

d. All requests for new or revised forms, both CIA and other Government Agency, changes in status of forms such as obsolescence, changes in shipping category, etc. will continue to be processed through Forms Management.

e. This procedure requires a more critical review of forms by the ARO's. They will need to question quantities ordered, need, preclassification, duplication, eliminate forms wherever they can and generally try to improve the processing of forms.

3. All DD/P forms action will continue to be processed through the DDP/RMO.



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SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	<input checked="" type="checkbox"/>	CONFIDENTIAL	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	[Redacted]		
2	Chief, Printing Services Division 1C-47, Quarters Eye		
3			
4			
5			
6			
<input checked="" type="checkbox"/>	ACTION	<input type="checkbox"/>	DIRECT REPLY
<input type="checkbox"/>	APPROVAL	<input type="checkbox"/>	DISPATCH
<input type="checkbox"/>	COMMENT	<input type="checkbox"/>	FILE
<input type="checkbox"/>	CONCURRENCE	<input checked="" type="checkbox"/>	INFORMATION
<input type="checkbox"/>		<input type="checkbox"/>	PREPARE REPLY
<input type="checkbox"/>		<input type="checkbox"/>	RECOMMENDATION
<input type="checkbox"/>		<input type="checkbox"/>	RETURN
<input type="checkbox"/>		<input type="checkbox"/>	SIGNATURE
Remarks:			
<p>Bob:</p> <p>The attached Procedure for Processing of New, Revised and Form Reprints has been in effect since August 1961. I am reissuing it at this time because there have been numerous changes in personnel and because recently it has been evident that the procedure was not being followed.</p> <p>Will you see that the appropriate personnel under your jurisdiction are advised of these instructions? Thanks.</p>			
FOLD HERE		[Redacted]	
FROM: NAME,		DATE	
Chief, Records Administration Staff, DCS		12/9/65	
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